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ABSTRACT

A guide is presented for initiating and conducting ECOP-sponsored staff development activities, an ES-USDA and 4-H Club program. Overall procedures are listed, followed by a procedure flow chart, guidelines for preparing proposals, format for preparing proposals, proposal submission timing, role of the ES-USDA coordinator, and role of the Administrative Advisor. Attached are 4-H procedures and instructions in connection with financial arrangements and a copy of the 4-H club authorization form. (KM)

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# PROCEDURES AND GUIDELINES FOR INITIATING AND CONDUCTING ECOP-SPONSORED STAFF DEVELOPMENT ACTIVITIES

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# PROCEDURE FOR INITIATING AND CONDUCTING ECOP SPONSORED STAFF DEVELOPMENT ACTIVITIES

1. The proposal is to be prepared by initiator(s) in accordance with established guidelines,* including names of those persons who may serve on the Planning and Evaluation Committee, and submitted to the appropriate ECOP subcommittee, when not initiated by a subcommittee.

   Initiators may be: Regional director groups; Administrator, ES-USDA; State director (specialists of State staffs should submit through a director and ES staff through the Administrator, ES); and ECOP subcommittees.

2. Two copies of the proposal submitted by the chairman of the appropriate ECOP subcommittee to ES-USDA Coordinator (Director of Staff Development, ES-USDA). The Coordinator will review the proposal to determine if it is complete in terms of established guidelines and appraise the proposal.

3. The ES-USDA Coordinator submits the proposal and suggested alternatives for action to the ECOP member advisor of the appropriate subcommittee.

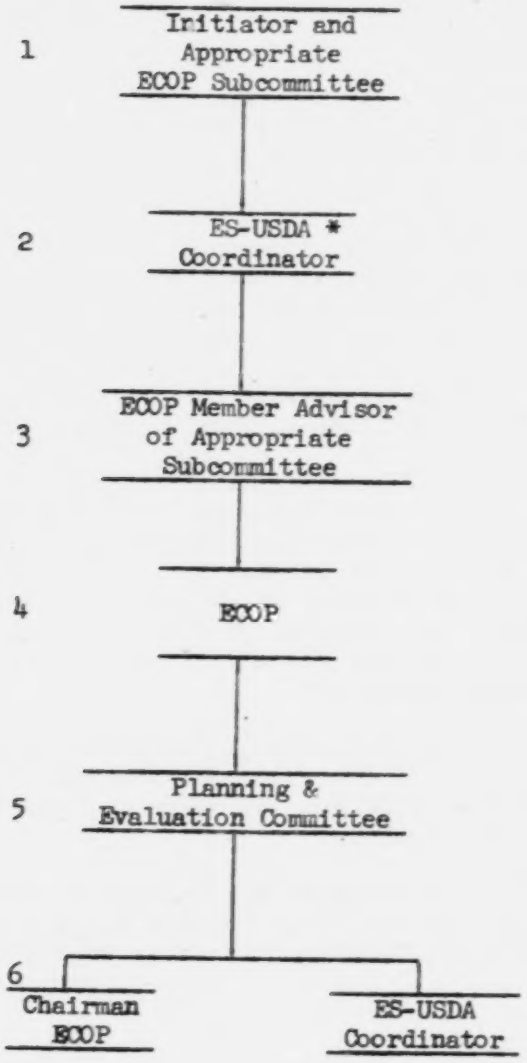
4. The ECOP member subcommittee advisor presents the proposal to ECOP for its action. For approved proposals, the Chairman of ECOP will notify the initiator, the ES-USDA Coordinator, select and appoint the Administrative Advisor, and appoint the members of the Planning and Evaluation Committee. If the proposal is returned for additional development or is not approved, the Chairman of ECOP will transmit ECOP's action to the initiators including the appropriate ECOP subcommittee chairman and the ES-USDA Coordinator.

5. The Planning and Evaluation Committee plans, implements and evaluates the staff development activity. The Administrative Advisor to the Committee represents ECOP in the planning, implementation, and evaluation of the proposed activity.

6. The Chairman of the Planning and Evaluation Committee submits an evaluation report through the Administrative Advisor to the Chairman of ECOP and the ES-USDA Coordinator, following the staff development activity.

* Refer to: "Guidelines for Preparing Proposals for ECOP Sponsored Staff Development Activities," pp. 3-4.

Flow Chart for Initiating and Conducting ECOP Sponsored Staff Development Activities




* (Director, Staff Development)

# GUIDELINES FOR PREPARING PROPOSALS FOR ECOP SPONSORED STAFF DEVELOPMENT ACTIVITIES

I. Title

a. Identify proposal with a brief, descriptive title.

II. Intended Participants

a. List the category or categories of Extension staff for whom the activity is proposed.

III. Situation

a. Delineate the specific dimensions of the staff development situation that need changing.

b. Justify the staff development needs in terms of priority for program adjustment or change.

c. Cite current data related to the situation sufficient to justify a staff development activity.

d. Describe how participants are in a position to contribute to the resolution of the problem.

IV. Purpose

a. Specify the specific purpose(s) of the proposed staff development activity.

V. Content

a. Specify the major subject matter content or topics to be emphasized.

VI. Learning Experiences

a. Describe generally the kinds of learning experiences that will be provided. The details on this will be developed by the Planning and Evaluation Committee.

VII. Evaluation

a. State briefly the general plans for evaluating the activity. The details on this will be developed by the Planning and Evaluation Committee.

VIII. Logistics

a. Propose specific date, length and location. Be as specific as possible.

IX. Date of Last Activity

a. Describe briefly the purpose and content of the last ECOP sponsored staff development activity for this category of Extension staff.

X. Registration Fee

a. Estimate registration fee, if any, as accurately as possible.

XI. Contractual Grant

a. If the proposed activity will involve use of funds from a contractual grant with a land-grant institution, state the name of the institution and the contract title and number.

XII. Planning and Evaluation Committee

a. List the names of potential participants and a State staff development leader who will serve on the Planning and Evaluation Committee and indicate which member will be the committee chairman. These may be some of the same persons involved in developing the proposal. Committee membership is subject to approval by ECOP.

b. Leave the space for name of Administrative Advisor blank. ECOP will select an Administrative Advisor upon approval of the proposal.

# FORMAT FOR PREPARING PROPOSALS FOR ECOP SPONSORED STAFF DEVELOPMENT ACTIVITIES

A proposal for ECOP sponsored staff development activities is to be prepared using the following format and developed in accordance with the "Guidelines for Preparing Proposals for ECOP Sponsored Staff Development Activities." * Submit the completed proposal to the Director of Staff Development, ES-USDA. Submit at least two months before the request is to be presented to ECOP.

I. Title of proposed staff development activity:

II. Category(ies) of Extension personnel for whom the staff development activity is intended:

III. Situation that is to be corrected or improved through the proposed staff development activity:

IV. Purpose(s) or objective(s) of the proposed staff development activity:

* Refer to: "Guidelines for Preparing Proposals for ECOP Sponsored Staff Development Activities," pp. 3-4.

V. Major content or subject matter to be included:

VI. Learning experiences to be provided:

VII. Evaluation plans:

VIII. Logistics proposed:

a. Date or time of year_____

b. Length of staff development activity_____

c. Location_____

_____

IX. Date, purpose and content of last ECOP sponsored staff development activity for this category(ies) of Extension personnel:

X. Registration fee: Yes_____; No_____

If "yes," estimated amount_____

XI. If this request associated with a contractual grant with a land-grant institution? Yes_____; No_____. If "yes," indicate name and contract number

_____

_____

XII. Proposed members for the planning and evaluation committee:

| Administrative Advisor (selected by ECOP) | Participant Representatives | Staff Development Representative |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature of Initiator:_____

Title:_____

Date:_____

## PROPOSAL SUBMISSION TIMING

Submit proposal to ES-USDA Coordinator at least two months before proposal is to be presented to ECOP. The two-month lead time is necessary for the ES-USDA Coordinator to review the proposal prior to submitting it to the ECOP Subcommittee member advisor, who will present the proposal to ECOP.

## ROLE OF THE ES-USDA COORDINATOR

- Reviews each proposal in terms of the proposed guidelines and provides any recommendation to the ECOP member advisor of the appropriate subcommittee.
- Develops alternatives of action for ECOP's consideration in acting on the proposal.
- Reviews evaluation reports of approved and conducted staff development activities as a basis for appraising subsequent proposals.

## ROLE OF THE ADMINISTRATIVE ADVISOR TO THE PLANNING AND EVALUATION COMMITTEE

Represents ECOP in advising the Planning and Evaluation Committee during the planning, implementation and evaluation of the ECOP approved staff development activity.

- Assures that a complete and detailed plan for the staff development activity is developed by the Planning and Evaluation Committee.

- Reviews the plan to determine its consistency with the proposal as approved by ECOP and that the activity is designed to accomplish the intended purpose(s).
- Provides final approval of the plan prior to its implementation.
- Assures that the planned activity is implemented as planned and that an evaluation is conducted.
- Submits an evaluation of the staff development activity to the chairman of ECOP and the ES-USDA Coordinator.

**Federal Extension Service**
**USDA**

NATIONAL 4-H CLUB FOUNDATION
7100 Connecticut Avenue
Washington, D. C.

TO: Designated Chairmen of Staff Training and Development Authorized by ECOP

SUBJECT: Procedures and Instructions in Connection with Financial Arrangements

I. Payment of Fees and Registration Costs

A. The National Extension Training Fund is established in the treasury of the National 4-H Club Foundation.

B. Payment of all fees in connection with authorized staff training and development should be made to: The National 4-H Club Foundation
Attention: Executive Director
and forwarded to: 7100 Connecticut Avenue, N. W.
Washington, D. C. 20015

C. A list of all participants subject to payment of fees and other registration costs should be furnished to the Foundation immediately following the training activity.

D. Registrations and other fees paid in advance by individuals who do not attend the designated training activity will be refunded.

E. The Foundation, upon direction from the Chairman, will bill individuals or institutions for advance registration and fees where State policies require such billing in advance of payment.

II. Withdrawal of Funds

A. Pink forms for withdrawing funds from the National Extension Training Fund will be provided to the chairman of each training activity by the Foundation.

B. A separate form should be completed by the Chairman of the training activity in duplicate for each authorized expenditure to be made against the fund. The duplicate copy should be retained by the chairman for his records.

C. Forms should indicate clearly: (a) to whom payment is to be made, (b) the address where payment is to be sent, and (c) the name of the workshop or conference.

D. The nature of the expense and the amount should be entered in the proper columns indicated on the form.

E. Chairmen should sign the form in the space designated "recommended by."

F. The original should be sent directly to the person authorized by ECCP's Administrative Adviser to be responsible for staff training and development for proper authorization and for forwarding to the Foundation in accordance with the name and address under Item I-A.

G. The Foundation, upon receipt of the form with the proper authorizing signature, will immediately forward a check, drawn on the Fund, in accordance with the directions on the form.

H. Where funds are needed in advance of the training activity, the same "pink" form for withdrawals may be used by adequately explaining the nature of the advance under the column designated "Description."

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# THE NATIONAL 4-H CLUB FOUNDATION

7100 Connecticut Avenue
Washington, D. C. 20015

_____
(Date)

CHECK PAYABLE TO _____

ADDRESS: STREET NO. _____ STATE _____

CHARGE TO: NATIONAL EXTENSION TRAINING FUND

NAME OF TRAINING ACTIVITY _____

| Description Dates, Places and Nature of Expense | Expenses for Travel and Subsistence | Salary or Honorariums |
|---|---|---|
| | | |
| TOTAL | | |

AMOUNT OF CHECK . . . . . $_____

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Recommended by _____
(Signature)

Authorized for ECOP by _____
(Signature)

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APR 9 1973
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